

Deliverable Quick Reference Guide

Different Project Award Types require certain contract deliverables prior to incremental or final reimbursement. This reference guide provides information on the deliverables and requirements needed for each project type.

Required for All Project Types

- ✓ Preliminary Engineering Reports (PERs) or approved substitutes. Please identify PERs as ARP projects.
- ✓ PERs will be reviewed and approved by SWIG to ensure the PER matches the proposed project.
- ✓ PERs will also be reviewed by ESU. Grantees should upload PERs through MyTDEC Forms. Once ESU has reviewed the PER and provides a Statement of No Concern (SONC), please upload SONC to the Deliverables Activity in GMS.
- ✓ Asset management plan(s) should be uploaded to GMS for SWIG review and approval.
- ✓ If applicable, an approved CAP/ER must be uploaded to GMS.

Investigation and Planning

- ✓ The maximum allowable reimbursement is 80% of the individual project budget until the above conditions are satisfied.

Investigation, Planning, and Design

- ✓ Plans and Specifications (P&S) can only be approved once the PER is approved.
- ✓ The maximum allowable reimbursement is 80% of the planning fees of an individual project budget until the PER is approved.
- ✓ The maximum allowable reimbursement is 80% of the design fees of an individual project budget until the P&S and asset management plan(s) are approved.

Planning, Design, and Construction and Construction Only

- ✓ The PER must be approved before starting any construction work.
- ✓ For completed projects or projects in progress, a PER commensurate with the value and scale of the project must be uploaded to GMS as part of the deliverable package.

- ✓ P&S can only be approved once the PER is approved.
- ✓ The maximum allowable reimbursement is 80% of the design fees of an individual project budget until the P&S are approved.
- ✓ The maximum allowable reimbursement is 90% of the total individual project budget until an asset management plan is approved, construction is complete, the site has been inspected by TDEC (or designated agent), the facilities are in proper operations, and the project has been approved.
- ✓ An action plan may be required following a site inspection (by TDEC or designated agent) if issues are found on site. Grantees will have 30 days to correct issue at site or implement the action plan. If corrections aren't made within 30 days, reimbursements will be placed on hold.
- ✓ Operation and Maintenance manuals are required for new facilities or significantly upgraded or rehabilitated facilities (treatment plants). These manuals must be uploaded to the "Deliverables" Activity before the final payment will be released.